



Anthony Muñoz Foundation

Program Planning and Communications Intern

Description:

The Anthony Muñoz Foundation is a non-profit based and run out of Cincinnati, Ohio. The mission of the Anthony Muñoz Foundation is to engage the Tri-State region to impact area youth mentally, physically and spiritually. This mission statement is supported by several programs including Whiz Kids, Youth Leadership Seminar, Hispanic Character Camp, Straight "A" Scholarship, Impact for Eternity Camp, and Anthony Muñoz Foundation Scholarship Fund.

At the Anthony Muñoz Foundation our interns are imperative to the success of our programs. We strive to give interns real world, hands on experience and not just the opportunity to push papers and make copies.

Interns are assigned to a specific project, program, camp, or fundraiser; the opportunity to see your work make a real difference in the surrounding Tri-State communities is incomparable. This unpaid internship can provide college credit and a resume building experience!

Responsibilities:

- Create, develop and implement marketing strategies-specific to designated event
- Draft communications and marketing materials for external communications
- Develop and manage relationships with schools, businesses and other organizations in the Tri-State area
- Coordinate volunteer outreach for specific events
- Facilitate aspects, such as registration and data collection of designated event or program
- Be a brand ambassador for AMF at both foundation-hosted events as well as community events
- Assist with other daily office and event special projects as they arise

Requirements:

- Currently enrolled as an undergraduate or recently graduated (6 months)
- Exemplary oral and written communication skills
- Ability to manage multiple priorities at once while under pressure or with firm deadlines
- Effective interpersonal skills including flexible attitude and adaptability
- Exude professionalism in office and on site at events
- Encompass attention to detail and accuracy
- Demonstrate attention to details while maintaining perspective

Duration: Minimum of one semester

Hours: Minimum of 15 hours per week

Some weekend availability needed-varies on event

For any questions or to submit a resume please contact
Victoria Knepp at vknepp@munozfoundation.org or 513-772-4900.